

City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 2019-05

DATE: APRIL 1, 2019

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: HEATHER DIEZ, PE, DEPUTY DIRECTOR, DEVELOPMENT AND RIGHT OF WAY, DEPARTMENT OF TRANSPORTATION AND ENVIRONMENTAL SERVICES *H.D.*

ROBERT KERNS, DIVISION CHIEF, DEVELOPMENT REVIEW, DEPARTMENT OF PLANNING AND ZONING *RMK*

SUBJECT: SIGNATURE SET TO REPLACE MYLAR SET

A "Signature Set" paper copy of the plans will now be required instead of the "Mylar Set" previously required. Submission for approval by the City's Departments of Planning and Zoning (P&Z) and Transportation and Environmental Services (T&ES) will now have a paper plan set as the Signature Set instead of the mylar film. This will help promote a more efficient process with time and resources. Any color rendering sheets included in the plan set should be prepared in color for the Signature Set.

DEVELOPMENT SITE PLANS AND DEVELOPMENT SPECIAL USE PERMITS:

Once all approval criteria have been met and the request has been made for the submittal of the Signature Set, the applicant will submit the paper Signature Set of plans to P&Z and the plans will be routed for approval signatures. Once signatures are complete, fees/agreements in place, and all approval conditions satisfied, the approved/released set will be returned to the applicant and, within 3 business days, the applicant will return the Signature Set, an additional full-sized copy, 11"x17" paper copy, and a CD-ROM with TIFF file version of the scanned Signature Set to T&ES.

GRADING PLANS:

Once all criteria have been met and the request has been made for the submittal of the Signature Set, the applicant will submit the paper Signature Set of plans to T&ES for approval signatures. Once signatures are complete and all fees/agreements are in place, the approved/released set will be returned to the applicant and, within 3 business days, the applicant will return the Signature Set, an additional full-sized copy, 11"x17" paper copy, and a CD-ROM with TIFF file version of the scanned Signature Set to T&ES.

PLATS:

Once the request has been made for the submittal of the Signature Plat, the applicant will submit three (3) paper Signature Plats to P&Z for approval signatures. Once signatures are complete, the signed plat will be returned to the applicant. The applicant then will record the plat in Land Records at the City of Alexandria Courthouse. Land Records will require that the original signature appear on the paper copy for acceptance and recordation by their office. A PDF of proof of recordation will be returned to T&ES.